# ∴ **Tool:** Collaborative Leadership Questionnaire

While I created the Natalie Diggins User Manual to help my team work more effectively, you may not need to go to that level of effort by creating a formal document. Even without a manual, a good first step to understanding your leadership style is to reflect on these questions and use them to begin a meaningful conversation with team members.

## Introduction

- **What is the purpose of creating this manual?**

*How can this document support both me and my team by fostering a productive and collaborative working relationship?*

*Example:*

*I want our team to be effective and collaborative. To that end, this manual is meant to help you understand how I work, communicate, and lead. Rather than expect you to guess my leadership approach, the document is here to be a transparent guide. My hope is that it ensures we're aligned on expectations, communication, and collaboration.*

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- **What is your role, and how would you describe it to your team?**

*How do I see my responsibilities in my role? What do I want my team to know about how I approach leadership?*

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## Communication Style

- **How do you prefer to communicate?**

*Do I prefer written or verbal communication? When do I find each style most effective?*

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- **What do you value in team communication?**

*What qualities—like clarity, directness, or thoughtfulness—do I appreciate in how others communicate with me?*

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- **How do you prefer sensitive topics to be approached?**

*When discussing sensitive issues, what approach helps me feel comfortable and prepared?*

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## Decision-Making Style

- **How do you approach decisions?**

*What steps do I take when making a decision? Do I rely on data, intuition, or a mix of both?*

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- **What information do I need to make decisions?**

*What support, context, or information do I need from my team to make effective decisions?*

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- **What support do I value when faced with difficult choices?**

*Consider what resources, feedback, or collaboration from your team can help you feel confident when faced with complex or challenging decisions.*

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## Strengths: What the Team Can Rely on Me For

- **What do you excel at as a leader?**

*What are my strongest leadership traits? How do they benefit my team and projects?*

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- **What can your team rely on you for?**

*When my team faces challenges, what strengths do I consistently bring to the table?*

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## Areas Where You May Need Support

- **What might be challenging about working with you?**

*What feedback have I gotten in the past, and how did I effectively address it?*

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- **How can your team help you succeed?**

*What specific actions or feedback can my team provide to help me perform at my best?*

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# Expectations: Building a Collaborative Team Culture

- **What kind of team culture do you want to build?**

*What values, behaviors, or attitudes do I want to foster in my team?*

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- **What do you expect from your team in daily interactions?**

*How do I want my team to communicate, collaborate, and handle challenges?*

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# How You Recharge and Manage Stress

- **What keeps you energized as a leader?**

*What activities or work environments help me feel focused and motivated?*

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- **What should your team avoid during stressful times?**

*What kinds of actions or situations create additional stress for me, and how can my team help mitigate them?*

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## Your Long-Term Goals for the Team

- **What are your aspirations for your team?**

*How do I envision my team growing and achieving success over time?*

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- **How can your team provide feedback on your manual and leadership style?**

*How do I want my team to approach me with ideas for improving our collaboration?*

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- **How can I learn how you work best?**

*What are my employees' communication preferences, strengths, and areas where they may need support? What helps them feel most effective and comfortable in our collaboration? How can I help them be successful?*

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